

## **ADMINISTRATIVE DIRECTIVES FOR SECURITY OFFICER'S TRAINING CERTIFICATION IDENTIFICATION CARD**

To obtain a **Security Officer's Training Certification Identification Card** you must complete the following requirements:

- 1) Complete Training to obtain the security officer's identification application (DPS-135-C);
- 2) Submit one (1) color photographs, 2" x 2" (passport style, blue background);
- 3) A set of fingerprint cards (one (1) blue-FBI and one (1) green-State of Connecticut Applicant);
- 4) The following **fees** will apply;
  - a. Application fee of twenty (\$20.00) dollars;
  - b. FBI background inquiry- twenty-four (\$24.00) dollars;
  - c. State of Connecticut background inquiry- twenty-five (\$25.00) dollars
- 5) Copy of current Connecticut Drivers License;
- 6) Papers of Naturalization, if applicable;

**Three (3) separate checks or money orders are needed for the above identification card. The fee for the application must be made payable to the Department of Public Safety. The other two (2) fees for the fingerprint cards must be made payable to the Commissioner of Public Safety.**

You will not be able to work in the capacity of a security officer until you have your identification card in hand. All applications must be legible and fingerprint cards **MUST be typed**. All incomplete or incorrect application packets will be returned.

Should you have any questions, or require anything further, please do not hesitate to contact our office at (860) 685-8046.

**Please submit application packets to the following address:**

**Department of Public Safety  
Division of State Police  
1111 Country Club Road  
Middletown, CT 06457**